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17 May 1965

MEMORANDUM FOR THE RECORD

Subject: Discussions with [ ] EO/DDS, 12 May 1965

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I. Functional Inspection of Agency Management Records Program

I advised that [ ] Inspection Staff, visited me twice to get information relative to the Agency-wide Inspection of the Records Management Program. I made available copies of our Quarterly reports, other significant reports, material I used for briefing consisting of statistical charts showing program progress and proposed programs, data used in the recent efforts to implement the President's Moratorium on Filing Equipment, and a listing of Agency Records Officers. [ ] will visit the Records Center with me on 18 May. Later he will develop with me an outline for this inspection.

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II. Forms Management Workload

I advised [ ] that we were unable to carry out the type of Forms Management Program that we usually do because of lack of personnel. I told him that we could no longer fill vacancies with untrained personnel, and that in the instance of [ ] it would probably be a minimum of a year after he returns before we could expect that he would be qualified to undertake any technical records management assignment. I proposed to [ ] that we would need to do something now to compensate for this void in our Staff. I proposed that this be taken care of by permitting the double slotting of a person to our staff. He agreed that this was a problem that needed solution and promised that he would let me know shortly how to proceed.

III. Career Service and Related Problems

I advised [ ] of a recent discussion with [ ] EO/Commo who is concerned about the future careers of personnel now in Commo assigned to records management functions.

I told [ ] that this was a problem that extended beyond Commo and is of concern to our immediate staff when we needed to fill vacancies. I told him that [ ] for instance, is considering another job with the International Monetary Fund. If she accepts this position we would be faced with the problem of filling this vacancy immediately. Again, we cannot wait to train a person in technical records management work because with a small staff there is no flexibility to permit a lull in our program work. He said that he had considered and ~~was~~ still considering the possibility of a Career Service Program for Records Management but had not arrived at a decision. He promised some decision on this shortly.

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IV. Future Promotion Program for Records Management

I reminded [ ] that more than 2 years ago when I originally discussed higher grade structure for our Staff that [ ] then EO/DDS, agreed with my proposal. As we proceeded to accomplish this I was advised that it would not be wise to consider upgrading all positions in a given category but that we could proceed one by one. Last December, we finally accomplished the upgrading of one position of GS 12 to GS 13. I proposed that we try to continue and at this time requested at least one more GS 13. He agreed with this proposal. He also agreed with the idea of using quality step procedure when justified.

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